

Procedures

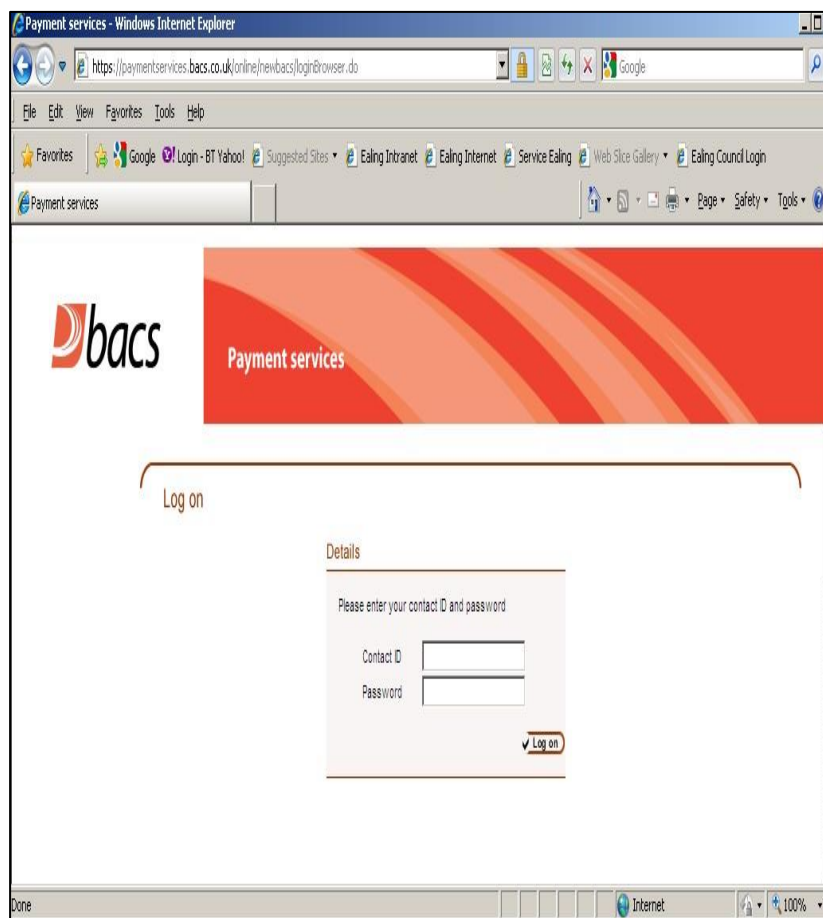
App 8

<u>Process</u>	<u>Action</u>
1. Order Requisition	Signed by: Budget Holder/Headteacher
2. Purchase Order raised on FMS	Signed by: as per Scheme of Delegation
3. Delivery Note	Signed by:
4. Invoice processed on FMS	Data Inputter
5. BACS Run Report and Invoices	Signed by **** As per the Scheme of Delegation (SBM/Bursar/Headteacher/Deputy Headteacher) before uploading via SupportNet
6. Audit Trail Report (changes to supplier bank details)	Signed by **** (Deputy Headteacher/SBM/Bursar) before uploading BACS file via SupportNet
7. Upload BACS file via SupportNet this must be done 5 days prior to payment (Zipped and Password protected)	
8. Detailed Pre-Authorisation	Reconciled to BACS Run Report by Data Inputter and signed. Must be checked the same day as received, contact BACS if any errors to stop the BACS payment
9. Input Report	(Login delegated to Finance Officer to enable printing of report). This is at the Bank payment services

WHEN PRINTED THIS MUST BE SIGNED BY: ***2 BANK SIGNATORIES accompanied by all supporting documentation i.e.:
1 – 9 as above**

BACS Payment Services

This is at the bank (not the BACS Bureau)



- **When the file has been submitted to BACS, Capita will email you to confirm the Transaction and Monetary Totals, and the Pay Date. (Detailed Pre-authorisation Report). This is confirmation from Capita that your BACS file has been successfully transmitted to BACS. If you do not receive this email, please call Capita immediately.**
- **On or around the Processing Date, you will receive an e-mail from BACS informing you that an Input Report is available for you to download from BACS. This is your confirmation of what you have sent to BACS. **Please make sure that you check the report. It is your responsibility to check this to make sure the totals are correct. If you do not receive the Input Report, please contact your bank as soon as possible. The Web Address for accessing your reports <https://paymentservices.bacs.co.uk>****

This is signed off by whoever normally signs the cheques for the account. Scheme of delegation

- **The Headteacher should have received an email with log on information, if they do not have access to this website, and need access to download BACS reports. Please contact your bank for an application form; you can also request additional users for the other named signatures on your bank mandate. Once the application is successful, the bank will provide the user with a login name and password for the site.**